

**CITY OF OVERLAND PARK  
POSITION DESCRIPTION**

|                         |                            |                                |                             |
|-------------------------|----------------------------|--------------------------------|-----------------------------|
| <b>TITLE:</b>           | Laborer II                 | <b>GRADE:</b>                  | 00                          |
| <b>DEPARTMENT:</b>      | Recreation Services        | <b>JOB NO:</b>                 | 9050                        |
| <b>DIVISION:</b>        | Golf Course                | <b>DATE:</b>                   | 3/25/2012                   |
| <b>REPORTS TO:</b>      | Golf Course Superintendent | <b>FLSA STATUS:</b>            | N                           |
| <b>FULL-TIME:</b> _____ | <b>PART-TIME:</b> _____    | <b>TEMPORARY:</b> <u>  X  </u> | <b>COST CENTER:</b> 532/533 |

**REPLACES: Golf Course Laborer**

**DATE: 12/2010**

---

**JOB SUMMARY STATEMENT:**

Assists with mowing and trimming of golf course areas. Operates and maintains various hand and power tools. Performs manual labor as needed. Maintains greens and tee areas. Assists with training and guidance of Laborer I's. Assists with emergency operations, including snow removal, as needed.

---

**DUTIES AND RESPONSIBILITIES:**

1. Mows greens, tees, fairways, and rough areas. Operates and maintains riding and hand mowers, weed-eaters, shovels, and other various hand and power tools..
2. Hand waters greens. Operates utility cart with attached water hose to designated area, hand water identified hot spots.
3. Performs manual labor as needed. Assists full-time employees with repairs to irrigation system by digging up ground cover, placing sod, raking traps, hauling fertilizer, lifting and filling water jugs and planting flowers.
4. Assists with golf course set up. Helps change cups, move markers, pick up trash, etc.
5. Assists with the training and guidance of Laborer I's.
6. Assists with emergency operations, including snow removal, as required.
7. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
8. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

---

**GENERAL QUALIFICATIONS**

---

**EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Basic education (general high school of three grades) or additional equivalent experience.  
Possession of a valid Class A or B commercial driver's license with air brake endorsement. Must maintain an insurable driving record.

**EXPERIENCE:**

One year of experience in landscape/horticulture, operation of mowing equipment, hand and power tools, and motorized utility vehicles or an equivalent level of experience

**Title:** Laborer II  
**Cost Center:** 532/533  
**Date:** 3/25/2012  
**Page** 2

**SKILLS:**

1. Manual dexterity.
2. Good listening skills
3. Good oral communication skills

**MENTAL REQUIREMENTS:**

1. Ability to work under distracting conditions.
2. Ability to read and comprehend technical manuals and instructions.
3. Ability to analyze safety situation.
4. Ability to access situation and make recommendations.
5. Ability to follow oral instructions.
6. Mechanical aptitude.
7. Ability to train and guide others

**PHYSICAL REQUIREMENTS:**

1. Ability to travel and tour City facilities and parks in adverse conditions.
2. Ability to traverse rough terrain.
3. Ability to operate power and hand tools.
4. Exposure to chemical liquids, powders and fumes.
5. Ability to operate City vehicles and equipment.
6. Exposure to vehicle fumes and noise.
7. Exposure to extreme environmental conditions.
8. Ability to work early morning hours and extended day hours during golf season.

**SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS.**

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

---

**ESSENTIAL FUNCTIONS**

| <b>ACTIVITY</b> | <b>DURATION</b> | <b>DESCRIPTION</b>                                      |
|-----------------|-----------------|---|
| Standing        | Occasional      | even / uneven surface                                   |
| Walking         | Occasional      | even / uneven surface                                   |
| Pushing Spread  | Occasional      | even / uneven surface                                   |
| Sitting         | Frequent        | driving misc. vehicles                                  |
| Driving         | Frequent        | motor vehicle / golf cart / misc. vehicles              |
| Bending         | Occasional      | misc. tasks require bending postures (shovel/rake/etc.) |
| Stooping        | Occasional      | misc. tasks require stooping postures                   |
| Twisting        | Occasional      | misc. tasks require twisting postures                   |
| Kneeling        | Occasional      | misc. tasks require kneeling postures (irrigation)      |
| Squatting       | Occasional      | misc. tasks require squatting postures                  |
| Crawling        | Occasional      | misc. tasks require crawling postures                   |
| Stairs          | Occasional      | misc. environments require use of stairs                |
| Ladders         | Occasional      | misc. environments require use of ladders               |

**Title:** Laborer II  
**Cost Center:** 532/533  
**Date:** 3/25/2012  
**Page** 3

| LIFTING               | WEIGHT        | HEIGHT          | FREQUENCY | DURATION   | DESCRIPTION             |
|-----------------------|---------------|-----------------|-----------|------------|-------------------------|
| concrete              | 80 lbs.       | floor to waist  | variable  | occasional | two hand lift           |
| cooler (full)         | 82 lbs.       | floor to chest  | variable  | occasional | two hand lift           |
| bucket of sand (full) | 68 lbs.       | 0-25 inches     | variable  | occasional | two hand lift           |
| carbide blade         | 62 lbs.       | 0-20 inches     | variable  | occasional | snow preparation        |
| spinner               | 100 lbs.      | 0-24 inches     | variable  | occasional | snow preparation        |
| Tailgate doghouse     | 95 lbs.       | 0-61 inches     | variable  | occasional | snow preparation        |
| ball washer housing   | 54 lbs.       | 0-5 inches      | variable  | occasional | two hand lift           |
| blower                | 20 lbs.       | knee to waist   | variable  | occasional | two hand lift           |
| tree segments         | up to 50 lbs. | ground to waist | variable  | occasional | cut during tree removal |
| cup tool              | 10 lbs.       | floor to waist  | variable  | frequent   | one hand lift           |
| cup kit               | 8 lbs.        | floor to waist  | variable  | frequent   | one hand lift           |
| bag of fertilizer     | 50            | floor to chest  | variable  | occasional | two hand lift           |
| weed eater            | 20 lbs.       | floor to waist  | variable  | occasional | two hand lift           |
| pole saw              | 20 lbs.       | floor to chest  | variable  | occasional | two hand lift           |
| shovels/rakes/tools   | <10 lbs.      | floor to waist  | variable  | occasional | two hand utilization    |
| drag mat              | 70 lbs        | floor to waist  | variable  | occasional | two hand lift           |

| CARRYING              | WEIGHT        | DISTANCE   | FREQUENCY | DURATION   | DESCRIPTION      |
|-----------------------|---------------|------------|-----------|------------|------------------|
| concrete              | 80 lbs.       | 0-40 feet  | variable  | occasional | two hand carry   |
| cooler (full)         | 82 lbs.       | 0-40 feet  | variable  | occasional | two hand carry   |
| bucket of sand (full) | 68 lbs.       | 0-40 feet  | variable  | occasional | two hand carry   |
| carbide blade         | 62 lbs.       | 0-10 feet  | variable  | occasional | snow preparation |
| spinner               | 100 lbs.      | 0-50 feet  | variable  | occasional | snow preparation |
| Tailgate doghouse     | 95 lbs.       | 0-50 feet  | variable  | occasional | snow preparation |
| ball washer housing   | 54 lbs.       | 0-10 feet  | variable  | occasional | two hand carry   |
| blower                | 20 lbs.       | 0-100 feet | variable  | occasional | two hand carry   |
| tree segments         | up to 50 lbs. | 0-20 feet  | variable  | occasional | two hand carry   |
| cup tool              | 10 lbs.       | 0-100 feet | variable  | frequent   | one hand carry   |
| cup kit               | 8 lbs.        | 0-100 feet | variable  | frequent   | one hand carry   |
| bag of fertilizer     | 50            | 0-30 feet  | variable  | occasional | two hand carry   |
| weed eater            | 20 lbs.       | variable   | variable  | occasional | two hand carry   |
| pole saw              | 20 lbs.       | variable   | variable  | occasional | two hand carry   |
| shovels/rakes/tools   | <10 lbs.      | variable   | variable  | occasional | two hand carry   |

| PUSHING         | FORCE   | FRQNCY/DUR | DESCRIPTION                |
|-----------------|---------|------------|----------------------------|
| boat            | 60 lbs. | occasional | two hand push - vertical   |
| trailer         | 90 lbs. | occasional | two hand push - vertical   |
| misc. equipment | 40 lbs. | occasional | two hand push - horizontal |
| snow blade      | 40 lbs. | occasional | snow preparation           |

| PULLING         | FORCE   | FRQNCY/DUR | DESCRIPTION                |
|-----------------|---------|------------|----------------------------|
| boat            | 60 lbs. | occasional | two hand pull - vertical   |
| trailer         | 90 lbs. | occasional | two hand pull - vertical   |
| misc. equipment | 40 lbs. | occasional | two hand pull - horizontal |
| snow blade      | 40 lbs. | occasional | snow preparation           |

| REACHING              | DURATION   | DESCRIPTION                  |
|-----------------------|------------|------------------------------|
| Above Shoulder Height | occasional | type of job / tool dependent |
| At Shoulder Height    | occasional | type of job / tool dependent |
| Below Shoulder Height | occasional | type of job / tool dependent |
| Below Waist           | occasional | type of job / tool dependent |
| Below Knee            | occasional | type of job / tool dependent |

**Title:** Laborer II  
**Cost Center:** 532/533  
**Date:** 3/25/2012  
**Page** 4

| <b>FINE MOTOR</b>         | <b>DURATION</b> | <b>DESCRIPTION</b>           |
|---------------------------|-----------------|------------------------------|
| Gripping                  | frequent        | type of job / tool dependent |
| Pinching                  | occasional      | type of job / tool dependent |
| Wrist Flexion & Extension | frequent        | type of job / tool dependent |
| Wrist Lateral Deviations  | frequent        | type of job / tool dependent |
| Pronation & Supination    | frequent        | type of job / tool dependent |